

Safeguarding Policy

Policy Statement

KEITS Training Services Ltd aspires and endeavours to ensure that all necessary steps are taken to protect learners and staff from harm.

This policy establishes KEITS's position, role and responsibilities regarding safeguarding and clarifies what is expected from everybody involved in KEITS. It clearly highlights the importance placed by Senior Management in the protection of its learners and staff team.

Policy Responsibility

Every learner who undertakes a training programme managed by KEITS or anyone employed by KEITS should be able to participate in an enjoyable and safe environment and be protected from harm. This is the responsibility of all KEITS stakeholders. KEITS recognises harassment and abuse can be an emotive subject and it is important therefore to understand the feelings involved and not to allow them to interfere with judgment about any action that needs to be taken.

KEITS recognises its responsibility to safeguard and promote the welfare of children, young people and vulnerable adults by protecting them from physical, sexual or emotional abuse, neglect and bullying.

KEITS utilises 'Safer recruitment' procedures as part of their standard recruitment policy. KEITS staff roles and responsibilities are reviewed to determine the level of risk and as appropriate DBS/CRB checks are undertaken before employment opportunities are confirmed. DBS checks are reviewed on a five-year rolling programme as appropriate for job roles & responsibilities.

The Children Act 1989 defines a child as anyone who has not reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution does not change his or her status or entitlement to services or protection.

This policy is written in accordance with (local) Safeguarding Children Board Procedures.

This policy and all associated guidance will encompass the Prevent Strategy and Channel Programme to safeguard vulnerable people from being drawn into violent or terrorist behaviour.

KEITS endeavours to provide impartial advice and guidance for all.

Policy Key Features

- The welfare of the learner or KEITS staff member remains paramount.
- All learners and KEITS staff members whatever their race, disability, sex, gender reassignment, age, religion or belief, sexual orientation, marriage or civil partnership, pregnancy or maternity in line with Single Equality Legislation, have the right to be protected from harm.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

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- All staff (paid or unpaid) working in the organisation have a responsibility to report concerns to the KEITS Designated Safeguarding Person. Within 48 hours of any concern being identified, unless it is regarded as a 'high risk' disclosure when reporting must be immediate. If the Designated Safeguarding Officers are not available for any high-risk disclosure ALL STAFF are aware of emergency reporting procedures to the Police and/or specialist external support.
- Information advice and guidance will be made available for all KEITS stakeholders to enable them to recognise and respond in an appropriate manner to all situations where a learner or member of KEITS staff may feel unsafe, harassed or abused.
- Designated Safeguarding Officers Contact details are provided within every employer and learner information packs provided at sign up.

Links to Associated procedures and guidance documents

- Confidential Safeguarding Report
- Safeguarding IAG for KEITS Employees
- Safeguarding for Learners
- Safeguarding for Employers
- KEITS Employee Manual

Policy Monitoring, Evaluation and Review

- This policy is monitored by the Safeguarding Designated Person/s supported by the KEITS Directorate.
- This policy will be reviewed regularly by the Directorate.

Further references:

Safeguarding Children Board's Child Protection Procedures.

Working Together to Safeguard Children - A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children (DCSF 2006).

Safer Working Practice for Adults who work with Children and Young People.
(DCSF 2007) Safeguarding Children and Safer Recruitment in Education (DCSF 2007).

Prevent Duty Guidance for England & Wales_ HM Government

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